

**Functional Series 500 – Management Services  
ADS 518 – Personal Property Management (Domestic)**

\*This is a new ADS chapter.

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## ADS 518 – Personal Property Management (Domestic)

**\*This is a new ADS chapter.**

### 518.1 OVERVIEW

Effective Date: 04/12/2002

This chapter prescribes USAID policies and procedures for the acquisition, accountability, issuance, control, storage, utilization, management, and disposal of all government-owned and leased [personal property](#) (expendable and nonexpendable) in USAID/Washington. (See 6 FAM 220, [Personal Property Management](#) for Posts Abroad; ADS 534, Personal Property Management Overseas; and ADS 535, [Real Property](#) Management Overseas, for information on managing property overseas.)

### 518.2 PRIMARY RESPONSIBILITIES

Effective Date: 04/12/2002

#### a. Property Management Officer (PMO)

The Property Management Officer assigned to the Bureaus and Offices listed below is responsible for establishing internal policies and procedures for the management and control of assigned personal property:

- (1) The Chief Information Officer (CIO) is responsible for designing, developing, and implementing property management policies, guidelines, and programs applicable to [information technology \(IT\)](#) and telecommunications property Agency-wide.
- (2) The Director, Bureau for Management, Office of Administrative Services (M/AS/OD) is responsible for issuing Agency-wide property management policies and guidelines applicable to both USAID/W and overseas operations, except those carried out by the CIO, the Bureau for Democracy, Conflict, and Humanitarian Assistance, Office of Foreign Disaster Assistance (DCHA/OFDA), and the Office of Inspector General (OIG).
- (3) The Director, Bureau for Democracy, Conflict, and Humanitarian Assistance, Office of Foreign Disaster Assistance (DCHA/OFDA) is responsible for exercising all property management functions for disaster relief property and financial management for regulations governing Disaster Assistance Stockpile Property. (See [ADS 251](#), International Disaster Assistance)
- (4) The Division Chief, Bureau for Management, Office of Administrative Services, Consolidation, Property and Services Division (M/AS/CPD) is responsible for property management policies, guidelines, and programs applicable to property held in USAID/W.

(5) The Office of Inspector General, Assistant Inspector General for Management (AIG/M) is responsible for designing, developing, and implementing property management policies, guidelines, and programs for all property procured with OIG appropriated funds.

(6) The Director, Bureau for Management, Office of Procurement (M/OP/OD) is responsible for issuing Agency-wide property management policies and guidelines applicable to contracts and assistance awards awarded by both USAID/W and overseas operations. (See [ADS 301–352](#))

(7) The Director, Office of Security (SEC) is responsible for designing, developing, and implementing property management policies, guidelines, and programs for all [Security property](#) procured with Security appropriated funds or Department of State funds earmarked for USAID and personal security projects overseas/domestic. He or she is also responsible for approving loans of more than 90 days for Security property located overseas/domestic. (See [ADS 562](#), Physical Security Programs (Overseas), and [ADS 565](#), Physical Security Programs (Domestic))

b. Accountable Property Officer (APO)

Accountable Property Officers are responsible for accountability, control, record keeping, inventory, and reporting on all personal property in the [Accountable Property Officer's](#) area. [Accountable Property Officers](#) are responsible for all property except Security property and Housing Investment Guaranty (HIG-funded) property.

(1) The CIO is responsible for issuing, designing, developing, and implementing property management policies, guidelines, and programs applicable to IT equipment and AT&T electronic equipment.

(2) The Office of Inspector General, Assistant Inspector General for Management (AIG/M) is responsible for designing, developing, and implementing property management policies, guidelines, and programs for all property procured with OIG appropriated funds.

(3) The Director, Bureau for Democracy, Conflict, and Humanitarian Assistance, Office of Foreign Disaster Assistance (DCHA/OFDA) is responsible for exercising all property management functions for disaster relief property and financial management for regulations governing Disaster Assistance Stockpile Property. (See [ADS 251](#), International Disaster Assistance)

(4) The Division Chief, Bureau for Management, Office of Administrative Services, Consolidation, Property and Services Division (M/AS/CPD) is responsible for procuring, maintaining, issuing, storing, and disposing of all personal property, except IT equipment, HIG-funded, IG, Security, and Disaster Relief property.

(5) The Contracting Officer, Bureau for Management, Office of Procurement (M/OP/OD) is responsible for all government-furnished or contractor-acquired property in the possession of contractors.

(6) The Chief, Office of Security, Personnel, Information, and Domestic Security Division (SEC/PIDS) is responsible for designing, developing, and implementing property management policies, guidelines, and programs applicable to physical security equipment. ([See ADS 562](#), Physical Security Programs (Overseas), and [ADS 565](#), Physical Security Programs (Domestic))

(7) The Division Chief, Bureau for Management, Office of Administrative Services, Information & Records Division (M/AS/IRD) is responsible for maintaining existing M/AS/IRD-purchased microfiche equipment.

c. USAID/W Property Custodians

USAID/W Property Custodians are Administrative Management Staff/Executive Management Team (AMS/EMT) Officers. They are responsible for exercising reasonable surveillance and control over assigned property; identifying and reporting [excess property](#) to M/AS/CPD; keeping a record of the organization's property holdings; and authorizing employees to retain private property in the office for official use.

d. USAID Employees

USAID employees are responsible for the appropriate care and efficient use of government property in accordance with the policies described in [41 CFR 101](#).

## **518.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES**

### **518.3.1 Personal Property Management System**

Effective Date: 04/12/2002

The Bureau for Management, Office of Administrative Services, Consolidation, Property and Services Division (M/AS/CPD) must oversee the acquisition, accountability, issuance, control, utilization, storage, inventory management, and disposal of personal property (expendable and nonexpendable) in USAID/W.

M/AS/CPD must do the following:

- a. Ensure the economical and timely acquisition of property required by the Agency;
- b. Maintain issuance, inventory control, maintenance, and accountability records as required;

- c. Safeguard against waste, fraud, loss, and misuse of personal property; and
- d. Provide the Bureau for Management, Office of Financial Management (M/FM) cost and inventory control data needed for the proper recording of capitalized assets.

### **518.3.2 Requesting Personal Property**

Effective Date: 04/12/2002

Requests for personal property must justify the need and be approved by the Administrative Management Staff (AMS), Executive Management Team (EMT), a senior official, or an employee designated by the head of a Bureau or Office. (See Mandatory Reference, [ADS 331](#), Small and Micro Procurement in USAID/W)

Send requests for acquiring personal property and office equipment to M/AS/CPD. Requests must be sent either via e-mail or by completing a Form [AID 5-7](#), Supplies/Equipment/Services Requisition. The e-mail or form must be approved and transmitted through the appropriate approval official.

#### **518.3.2.1 Requesting Expendable Property**

Effective Date: 04/12/2002

USAID/W organizations must use the GSA SmartPay Purchase Card (Visa) to obtain expendable property. Individuals requiring expendable property must prepare an [AID Form 530-3](#), Credit Card Purchases Transactions, and have it signed by the cardholder and approving official. The cardholder must acquire expendable property in accordance with purchase card procedures. The Agency Program Coordinator (APC) for the Purchase Card Program provides assistance to organizations on the use of the purchase card. Contact the APC in the Bureau for Management, Office of Procurement, Evaluation Division (M/OP/E) at 202-712-0117.

#### **518.3.2.2 Requesting Nonexpendable Property**

Effective Date: 04/12/2002

Requests for acquiring furniture, equipment (excluding IT equipment, filing cabinets, and special equipment), and related services must be submitted to M/AS/CPD through the approving official. (See [ADS 519.3.1](#), Work Space Allocation and Preparation)

Requests for acquiring special equipment must include justifications describing the type of work to be done, frequency of need, and other pertinent information to assist in the determination of purchase. Examples of special equipment requirements and the approval offices follow:

- a. Filing cabinets, safes, and special filing equipment requests must be submitted to M/AS/IRD. If approved, within five days M/AS/IRD will forward the

request to M/AS/CPD for fulfillment. If disapproved, M/AS/IRD will notify the requesting office.

b. Computer, facsimile, telephone, and other communications equipment requests must be submitted to the Bureau for Management, Information Resources Management Office, Telecommunications Division (M/IRM/TCO) in accordance with the policies and procedures outlined in [ADS 546-549](#) and [ADS 552](#).

c. Requests for graphics, copiers, and printing equipment must be submitted to M/AS/CPD. (See Mandatory Reference, [ADS 512](#), Agency Printing and Graphics Services)

### **518.3.3 Acquisition, Recording, and Property Value**

Effective Date: 04/12/2002

M/AS/CPD must oversee the acquisition, receiving, recording, issuance, and inventory tracking of all personal property acquired by USAID from any source. M/AS/CPD maintains control of personal property record keeping, purchase orders, transfer documents, and other pertinent information.

### **518.3.4 Controlling Personal Property**

Effective Date: 04/12/2002

All [nonexpendable personal property](#) is subject to inventory and financial controls. Employees are financially liable for property if stolen, damaged, lost, or destroyed as a result of [negligence](#), improper use, or willful actions on the part of the employee.

The Chief, M/AS/CPD must establish mechanisms to control the acquisition, storage, and issuance of expendable property. M/AS/CPD must carry out the following control mechanisms:

- a. Maintain a receipt and disbursement log for each type of expendable property;
- b. Ensure items issued to staff and contractors are properly accounted for;
- c. Review requests for the acquisition of new expendable property and establish procedures for ordering, storing, and issuing all property;
- d. Ensure the inventory database is kept current; and
- e. Establish procedures for the accountability of property by each organization's [Property Custodian](#).

**518.3.4.1 Transfer and Loan of Property**

Effective Date: 04/12/2002

M/AS/CPD must authorize

- a. The transfer of property, other than computer, fax, phone, or communications equipment, from one USAID organization to another and from USAID to another U.S. Government agency;
- b. The transfer of property from USAID to authorized contractors;
- c. The loan of property to other U.S. Government agencies.

The AMS/EMT Officer, or M/IRM/TCO in the case of computer, fax, phone, or communications equipment, may authorize the loan of property to an individual for the performance of official business. This loan must be temporary and not exceed 30 days. The AMS/EMT Officer must maintain a separate file of such loans.

**518.3.4.2 Missing, Lost, or Damaged Property**

Effective Date: 04/12/2002

You must notify the Chief, M/AS/CPD in writing immediately upon discovering any missing, lost, or damaged property. The report must state the items that are missing, lost, or damaged, the value of the items, and the facts surrounding the loss or damage.

The Chief, M/AS/CPD, or M/IRM/TCO in the case of computer, fax, phone, or communications equipment, must take the following actions:

- a. For property valued at \$50 or less, no further action is required. The report must be filed with the official property records.
- b. For property valued at more than \$50 but less than \$500, the Accountable Property Officer within the organization and the Chief, M/AS/CPD must determine the action to be taken against the responsible party.
- c. Missing property valued at over \$500 must be reported to the Office of Security (SEC).
- d. The Chief, M/AS/CPD must review the Missing, Lost, or Damaged Property Report and submit a final report to the Director, M/AS with recommendations relative to the recovery of any losses or changes in procedures.

**518.3.4.3 Minor Repairs**

Effective Date: 04/12/2002

Minor repairs of typewriters and date/time stamps must be obtained by sending an e-mail or Form [AID 5-7](#) to M/AS/CPD with the following information: machine make, model and serial number, location of the machine, contact person, and description of the problem.

**518.3.4.4 Disposal of Excess or Worn-Out Property**

Effective Date: 04/12/2002

Worn-out or excess property must be disposed of in a timely fashion. SEC provides appropriate disposition instructions for any worn or excess security equipment in [ADS 562.3.8](#).

The Chief, M/AS/CPD or designee must review all USAID/W property on a weekly basis. If property is not being used or is under-used, immediate action must be taken for the transfer or redistribution of the property.

M/AS/CPD must report property in excess of Agency requirements to the U.S. Department of Agriculture, Combined Administrative Support Unit (CASU). The CASU provides final instructions for the disposition of the property.

**518.3.4.5 Inventory of Personal Property**

Effective Date: 04/12/2002

The M/AS/CPD annual inventory is a reconciliation of the previous inventory against all acquisitions, transfers, disposal, and other property changes that have occurred throughout the year. In addition to previous inventory records, all purchase orders, receiving reports, transfer documents, and disposal documents are required to ensure that all changes have been entered into the computerized inventory database.

The following items must be inventoried:

- a. Nonexpendable items with a value of \$500 or more;
- b. Items costing less than \$500 that are highly pilferable (e.g., calculators, tape recorders, projectors); and
- c. Items costing less than \$500 that have been assigned a manufacturer's serial number (e.g., most electronic equipment).

Other types of property may be included in the inventory database at the discretion of the Accountable Property Officer or the Chief, M/AS/CPD.

As part of the inventory process, M/AS/CPD must

- Verify the presence and condition of all property;
- Match verified property against the existing property inventory database; and
- Complete final inventories and necessary changes in the property management database.

M/AS/CPD must prepare a written annual report to submit to the Director, M/AS explaining all overages, shortages, or any other significant changes in the inventory database.

Inventory must be completed at the following times:

- a. Each Property Custodian must take an inventory at least every two years, counting each item to verify all property is on hand and accounted for.
- b. The contractor and Cognizant Technical Officer (CTO) must conduct a joint inventory of contractor-held government property at the completion of a contract. If the property is to be reassigned to another contractor, the inventory must be passed to the new contractor and the appropriate receipt obtained. If the property is to be disposed of, the CTO must provide the Chief, M/AS/CPD with a copy of the inventory, property location, and time-frame when the property can be delivered for disposal processing.

### **518.3.5 Acquisition of Nonexpendable Property**

Effective Date: 04/12/2002

There are four ways the Agency may acquire nonexpendable property:

- a. Through the excess program;
- b. By transfer from another agency;
- c. By purchase; and
- d. By leasing.

#### **518.3.5.1 Acquisition of Nonexpendable Property From the Excess Program**

Effective Date: 04/12/2002

Excess property must be the first choice of acquisition when requirements for nonexpendable property are identified.

M/AS/CPD reviews all excess listings, inspects the property available, and makes the determination when it is appropriate to fill Agency needs through the excess program.

**518.3.5.2 Acquisition of Nonexpendable Property by Transfer**

Effective Date: 04/12/2002

M/AS/CPD reviews all excess listings, inspects the property available, and makes the determination when it is appropriate to fill Agency needs through the transfer process.

**518.3.5.3 Purchase of Nonexpendable Property**

Effective Date: 04/12/2002

Nonexpendable property may only be acquired through direct purchase when properly justified items are unavailable from the excess program or by transfer.

**518.3.5.4 Lease of Nonexpendable Property**

Effective Date: 04/12/2002

Nonexpendable property may be acquired by lease only when a benefit analysis completed by the project manager or CTO indicates that it is cost efficient to do so. Examples of when leasing might be practical are for short-term, emergency requirements and when acquisition through excess or direct purchase is not feasible.

**518.3.6 Property Acquired by a Contractor**

Effective Date: 04/12/2002

Property acquired by a contractor is governed by the terms of the contract, the [Federal Acquisition Regulation \(FAR\) Part 45](#), and the [USAID Acquisition Regulation \(AIDAR\) Part 745](#).

**518.3.7 Personal Property Received as a Gift, Decoration, or Donation**

Effective Date: 04/12/2002

USAID employees must follow proper procedures for accepting gifts and decorations from domestic sources and from foreign governments. These procedures are detailed on the USAID intranet at <http://inside.usaid.gov/AGC/EA/gifts.html>.

**a. Gifts From Domestic Sources**

Employees must not accept anything having a value of more than \$20 per occasion not to exceed \$50 during a calendar year from a domestic person, firm, or organization that does business with the Agency. The Standards of Conduct, which govern employee responsibilities and include reports about the acceptance of gifts, entertainment, and favors, can be found on the USAID intranet at <http://inside.usaid.gov/AGC/EA/gifts.html>.

## **b. Gifts and Decorations From Foreign Governments**

All USAID employees are required to notify M/AS/CPD, in accordance with Federal Property Management Regulations (FPMR), [41 CFR 101-49](#), if they receive a gift or decoration from a foreign government.

Employees may keep a gift from a foreign government if the gift is of minimal value. ("Minimal value" currently means retail value in the U.S. of \$260 or less.)

Employees who accept a gift valued at more than minimal value must transfer it to GSA through M/AS/CPD within 60 days of acceptance. With the approval of the Director, M/AS, the employee may deposit it for official use at a designated location in USAID/W or at a specified Foreign Service post overseas. When transferring or depositing the gift, the employee must file a statement with the designated depository office (M/AS/CPD) containing the information required by [22 CFR 3](#).

When the gift is personal property, the Director, M/AS must determine whether the gift is to be retained by USAID for official use or transferred to GSA. (See Mandatory Reference, [41 CFR 101-49](#))

### **518.3.8 Valuing and Recording Property**

Effective Date: 04/12/2002

The Agency's property must be valued and recorded as described in Sections 518.3.8.1-4

#### **518.3.8.1 Computation of Acquisition Cost**

Effective Date: 04/12/2002

The acquisition cost of personal property must be recorded on property records in U.S. currency. When documentation is missing or incomplete, the Accountable Property Officer will determine the estimated property value. The personal property or equipment acquisition cost includes shipping costs paid by the vendor or the U.S. Government (even if shown separately on the invoice). Government discounts, GSA surcharges, shipping costs of items acquired through the excess property program, and gifts or other transfers must be included in the computation of acquisition cost. Prompt payment discounts must not be included in computations of acquisition cost.

#### **518.3.8.2 Depreciation Cost**

Effective Date: 04/12/2002

M/FM must compute all depreciation costs associated with capitalized property annually. (See [ADS 629](#), Accounting for USAID Owned Property)

M/AS/CPD must record only the acquisition cost in property inventory records and maintain that record until the property is disposed of.

**518.3.8.3 Recording Value of Donated or Transferred Property**

Effective Date: 04/12/2002

Donated or transferred property must be recorded in the USAID property management records system at fair market value at the time of transfer plus transportation charges or other costs connected with placing the property in use.

**518.3.8.4 Recording Value of Acquisition on a Trade-In Allowance**

Effective Date: 04/12/2002

The cost of property acquired with a trade-in allowance must be recorded as the amount the purchase price would have been without a trade-in.

**518.4 MANDATORY REFERENCES****518.4.1 External Mandatory References**

Effective Date: 04/12/2002

- a. [22 CFR Part 3, Chapter I, Gifts and Decorations from Foreign Governments](#)
- b. [41 CFR Part 101-43 through 49, Federal Property Management Regulations](#)
- c. [6 FAM 230, Domestic Personal Property Management](#)
- d. [Federal Acquisition Regulation \(FAR\) Part 45](#)

**518.4.2 Internal Mandatory References**

Effective Date: 04/12/2002

- a. [ADS 251, International Disaster Assistance](#)
- b. [ADS 331, Small and Micro Procurement in USAID/W](#)
- c. [ADS 512, Agency Printing and Graphics Services](#)
- d. [ADS 519, Building Services](#)
- e. [ADS 534, Personal Property Management Overseas](#)
- f. [ADS 535, Real Property Management Overseas](#)
- g. [ADS 562, Physical Security Programs \(Overseas\)](#)
- h. [ADS 565, Physical Security Programs \(Domestic\)](#)
- i. [ADS 629, Accounting for USAID Owned Property](#)

- j. [Form AID 5-7, Supplies/Equipment/Services Requisition](#)
- k. [Form AID 530-3, Credit Card Purchases Transactions](#)
- l. [USAID Acquisition Regulation \(AIDAR\) Part 745](#)

**518.5 ADDITIONAL HELP**  
Effective Date: 04/12/2002

**518.6 DEFINITIONS**  
Effective Date: 04/12/2002

The terms and definitions listed below have been included into the ADS Glossary. See the [ADS Glossary](#) for all ADS terms and definitions.

\*Asterisks next to a definition mean that either the term is new or its definition has been revised.

#### **accountable property**

Accountable property for USAID is: (a) all nonexpendable residential furniture and equipment regardless of cost or location; (b) all other nonexpendable personal property items costing \$100.00 or more exclusive of shipping, packing, and storage costs; (c) any expendable stock inventory in stockroom or nonexpendable property in warehouse; and (d) any leased or borrowed nonexpendable property regardless of cost. (Chapters 518, 534, 547)

#### **Accountable Property Officer (APO)**

Official appointed by Agency Property Management Officers who is responsible for nonexpendable property. The official who is charged with budgeting, accountability, receipt, storage, issuance, record keeping, inventory, reporting, and certification of all property resources records and reports within the accountable area. (Chapters 518, 532, 547)

#### **\*Accountable Property Records**

Formal records of personal property that assign specific responsibility for control to an individual. (Chapter 518)

#### **\*acquisition of personal property**

Property acquired through purchase, donation, excess from other agencies, or transfer upon completion of a contract. (Chapter 518)

#### **capitalized personal property**

Capitalized personal property is nonexpendable personal property that has an invoice cost of \$25,000 or more and an estimated service life of two years or longer that must be capitalized and reported on in the Agency's financial statements. For USAID,

vehicles with a basic acquisition cost of under \$25,000, including shipping costs, are not capitalized. (Chapters 518, 534, 547)

**\*contractor inventory**

Government property in the possession of a contractor under contract terms where title is vested in the government. There are two types: Contractor Acquired Property (CAP) cost reimbursement and Government Furnished Property (GFP) contract cost reduction. Property purchased by a recipient under a grant or cooperative agreement is governed by the terms of the agreement and 22 CFR 226. (Chapter 518)

**\*control**

The function of maintaining management accountability and oversight of personal property throughout its complete life cycle using various property management tools and techniques. (Chapter 518)

**disposal**

Disposition of excess personal property through redistribution, transfer, sale, grant-in-aid, donation, abandonment, or destruction. (Chapters 518, 536)

**excess property**

Property under control of a Federal agency, which is no longer required by the Agency for its needs. (Chapters 518, 547)

**expendable personal property**

Expendable personal property is property which, when put in use, is consumed, loses its identity, or becomes an integral part of another item of property. Examples are office supplies, automobile tires, machine parts, and desk trays. (Chapters 518, 534)

**expendable supplies**

A term synonymous with consumable supplies that refers to items that are expected to be fully consumed through use and are not subject to being tracked by established inventory systems. (Examples of such supplies are pens, pencils, paper products, diskettes, tape, etc.) (Chapters 331, 518)

**\*furnishings**

Office furniture and accessory items such as lamps, trash receptacles, carpets and rugs, mirrors, and curtains or drapes. (6 FAM 700) (Chapter 518)

**government-held real property**

Real property owned, leased, requisitioned, or otherwise held in the name of the United States Government by the Secretary of State, the Agency for International Development, or other agencies, as authorized. Real property leased under living quarters allowances (LQA) is not included. (6 FAM 700) (Chapters 518, 535)

**government office equipment**

Government office equipment and information technology includes, but is not limited to: personal computers and related peripheral equipment and software, library resources, telephones, facsimile machines, photocopiers, office supplies, Internet connectivity and access to Internet services, and e-mail. This list is provided to show examples of office equipment as envisioned by this policy. Executive Branch managers may include additional types of office equipment. (Chapters 518, 541)

**Information Technology**

(A) The term 'information technology', with respect to an executive agency means any equipment or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the executive agency. For purposes of the preceding sentence, equipment is used by an executive agency if the equipment is used by the executive agency directly or is used by a contractor under a contract with the executive agency which (i) requires the use of such equipment, or (ii) requires the use, to a significant extent, of such equipment in the performance of a service or the furnishing of a product.

(B) The term 'information technology' includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources.

(C) Notwithstanding subparagraphs (A) and (B), the term 'information technology' does not include any equipment that is acquired by a Federal contractor incidental to a Federal contract. (Source: Clinger-Cohen Act) (Chapters 518, 541-548, 552)

**\*negligence**

Simple negligence is an act, failure, or omission on the part of the responsible employee(s) to exercise the appropriate degree of care, precaution, or vigilance resulting in loss, damage, or destruction of government property. Gross negligence is failure or omission on the part of the responsible employee(s) of a greater degree than simple negligence and deemed to be misconduct or willful, wanton, or reckless disregard for government property resulting in loss, damage, or destruction. (Chapter 518)

**nonexpendable personal property**

Property such as furniture, office machines, information technology (IT) equipment, and communications equipment that is: (1) complete in itself; (2) does not lose its identity or become a component part of another item when used; and (3) is of a durable nature with an anticipated useful life of over two years. (Chapters 518, 534, 629)

**personal property**

Personal property includes such items as vehicles, furniture, equipment, supplies, appliances, and machinery. It refers to all property not otherwise classified as land,

land improvement, buildings, and structures, which are normally referred to as real property. (Chapters 518, 534, 629)

**personal property management**

The management of the Agency's non-real estate property. It involves ordering, receiving, storage, utilization, accountability, warehousing, and disposal of such property. (Chapters 518, 527)

**\*Property Custodian**

The official responsible for day-to-day oversight, control, and safeguarding of property (furniture and equipment) in USAID Bureaus/Offices. (Chapter 518)

**Property Disposal Officer (PDO)**

The official designated in writing by the Property Management Officer. The Property Disposal Officer must NOT be the Accountable Property Officer (APO) in order to minimize the vulnerability of property to fraud or abuse. (Chapters 518, 547)

**Property Survey Board**

A standing or ad hoc committee, generally appointed by the Property Management Officer's immediate supervisor, typically consisting of three to five members serving a fixed term and charged with the investigation and adjudication of incidents involving loss, damage, or destruction of Federal expendable and nonexpendable personal property. The Board determines financial liability and authorizes payment and removal of items from official property records. (Chapters 518, 547)

**real property**

A parcel or plot of land and any structures contained thereon, including, but not limited to, offices, garages, warehouses, residences, schools, and recreational facilities. (6 FAM 700) (Chapters 518, 535, 629)

**real property acquisition**

The act of acquiring real property either by lease or purchase. (Chapters 518, 527)

**\*Receiving Agent**

The official appointed by the Accountable Property Officer who receives, inspects, and certifies the identity, quantity, and condition of items upon receipt. (Chapter 518)

**\*Security property**

Property provided for the protection/security of personnel, facilities, or national security information. (Chapter 518)

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